

## PERSONAL PROPERTY INSTRUCTIONS 2020

1. Use the personal property schedule to report your personal property. Electronic submissions are welcome, but you must provide the same information as required on the form.
2. Personal Property is defined in Title 36 Section 601 as to include furniture, fixtures, cargo trailers, manufacturing machinery and equipment, store and office equipment, computer equipment and professional libraries.
3. Personal Property is an item used to support the business. Special features within the structure must also be considered, such as canopies, signs, exhaust systems, phone systems, vaults, coolers, etc.
4. Although items have been fully depreciated for income tax purposes, they are still subject to property tax and must be listed.
5. If you lease equipment from a company, please provide the requested information on the form so that we may assess the property tax to them. If you have a contractual agreement to pay the tax yourself, then just list the item along with the regular list.
6. If you rent or lease equipment to an individual, these items are taxable, unless those items are actually held for resale on April 1, 2020. Documentation must be provided to support this claim.

### Filing the Form

1. **ALL** businesses must submit the personal property form in its entirety and may attach additional sheets as necessary. Incomplete or insufficient forms will be rejected and subject to an estimated value. Failure to submit the form bars your right to any appeal of value.
2. If you have moved, sold or closed your business on or before April 1, 2020, then please indicate as such on the form and return to us.
3. Apartment building owners are subject to tax. Items may include appliances, tools, lawn mowers, air conditioners, laundry machines and special lighting. Rental Income is optional.
4. If you lease equipment, please provide the contact information on the form.
5. List the item description and the date you acquired the item (approximate). If the item was acquired USED, then you must also include the manufacturing date so that we may apply depreciation. Enter the original cost new. If unknown, enter an estimated fair market value.

### Personal Property Tax Relief

6. **BETE (Business Equipment Tax Exemption)** - applications must be filed annually and are also due in this office on or before May 1, 2020. Please contact us ASAP for a BETE application or for more information.
7. **BETR (Business Equipment Tax reimbursement)** – this program is available through the state but applicants begin with the assessor by filing a Form 801 as notification to file.

**For more information on the BETE and the BETR Programs, Visit:**

<http://www.maine.gov/revenue/propertytax/propertytaxbenefits/propertytaxbenefits.htm>